



INDUSTRY PORTAL STEP-BY-STEP GUIDE

How to Request a Second Review of Objection

The following Step-by-Step Guide will outline the steps applicable to requesting a Second Review of Objection in DOB NOW: *Build*.

HELPFUL LINKS

[YouTube.com/DOBNOW](https://www.youtube.com/DOBNOW) 

[NYC.gov/DOBNOWINFO](https://www.nyc.gov/DOBNOWINFO) 

[NYC.gov/DOBNOWHELP](https://www.nyc.gov/DOBNOWHELP) 



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Overview

This step-by-step guide will provide applicants with a systematic understanding of how to complete a Second Review of Objection request in DOB NOW: *Build*.

The DOB NOW: *Build* system is an all-inclusive, integrated system for Job Filings, permits, and submitting requests. DOB NOW: *Build* is a one-stop-shop (System).

Requirements

- Second Review of Objection requests must apply to a **specific Objection** raised on a Job Filing.
- Requests can be submitted by the Job Filing Applicant of Record or Alternate Contact on a Determination and Appeals Request.
- Jobs, Site Safety or Energy Requests must be in **Objections** status for DOB NOW Jobs. For BIS Jobs, they must be in **H, J, or K status**.
- The cost of a Second Review of Objection is included in the Filing Fee for the relevant Job Filing.

SYSTEM GUIDELINES

1. Fields with a red asterisk (*) are required and must be completed.
2. Grayed-out fields are Read-Only or are auto-populated by the system.
3. Depending on the size of your screen or browser you may have to use the scroll bar to view more options or full fields.

The screenshot shows a web form with the following elements:

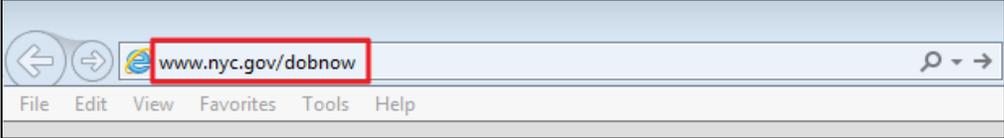
- Email***: A text input field with a red asterisk and a red box around it, labeled with a red circle '1'. The placeholder text is "Enter email/username...".
- Applicant Type***: A dropdown menu with a red asterisk and a red box around it, labeled with a red circle '2'. The text "Select:" is visible.
- Last Name**: A text input field with a red box around it, labeled with a red circle '2'. The field is grayed out.
- Filing Representative Information**: A section header with a blue "+ Add Representative" button.
- Table**: A table with columns: First Name, Last Name, Email, Business Name, Business Telephone, and Action. The first row contains: ADAM, JOE2, AJOETEST2@GMAIL.COM, AJ2, (201) 222-3333, and icons for edit and delete.
- Scrollbar**: A horizontal scrollbar below the table, labeled with a red circle '3'.
- Total Items: 1**: Text below the scrollbar.
- Page Navigation**: Includes navigation arrows, a page number "1 / 1", a dropdown for "5 Items Per Page", and the text "1 - 1 of 1 items".

ADDITIONAL HELP & INFORMATION

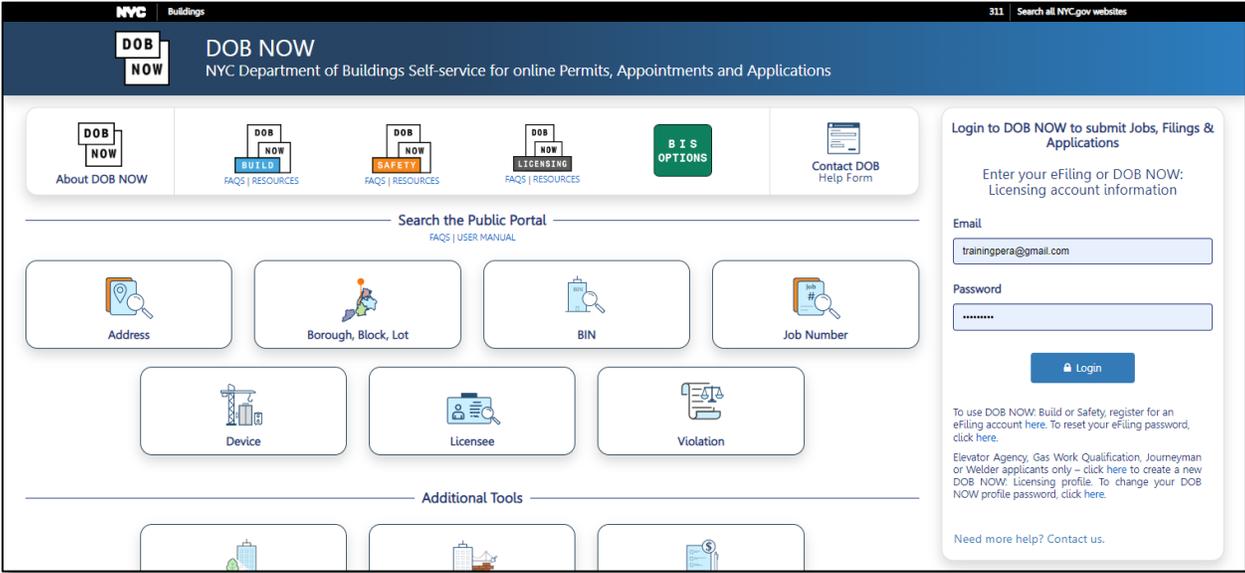
1. Video Tutorials: DOB NOW YouTube Channel: <https://www.youtube.com/user/NYCBUILDINGS>
2. Presentations & Sessions: <https://www1.nyc.gov/site/buildings/industry/dob-now-training.page>

Log into DOB NOW: *Build*

Follow the steps below to access DOB NOW: *Build* and initiate a Second Review of Objection.

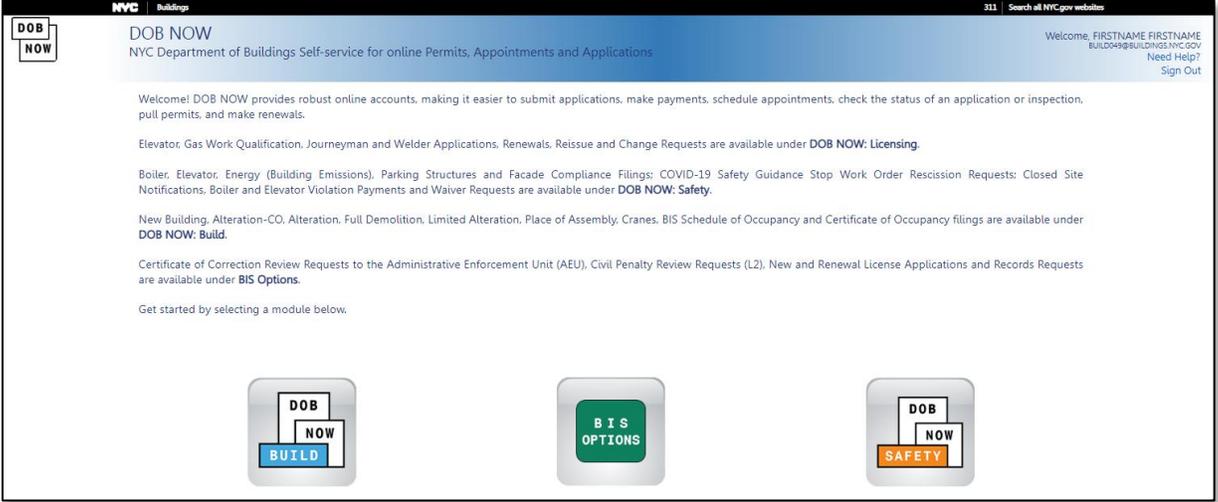
Step	Action
<p></p> <p>Note</p>	<p>In order to log in to DOB NOW, you must be registered for eFiling.</p> <p>Additionally, DOB recommends that you turn off pop-up blockers to successfully navigate within DOB NOW.</p> <p>For Step-by-Step instructions, please submit a question to www.nyc.gov/dobnowhelp or refer to the following links:</p> <ul style="list-style-type: none"> ■ How to Register for eFiling: https://www1.nyc.gov/assets/Buildings/pdf/registration_tip_owners.pdf ■ How to Turn Off Pop-up Blockers: https://www1.nyc.gov/assets/Buildings/pdf/allow_pop-up_blockers.pdf
<p>1.</p>	<p>Access the Internet.</p> 
<p>2.</p>	<p>Enter www.nyc.gov/dobnow in the URL field at the top of the browser window.</p> 
<p>3.</p>	<p>Press Enter on your keyboard.</p>

DOB NOW: *Build* – SECOND REVIEW OF OBJECTION

Step	Action
	<p>The DOB Login page displays.</p>  <p>The screenshot shows the DOB NOW website interface. At the top, there is a navigation bar with the NYC Buildings logo and the text 'DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications'. Below this, there are several service tiles: 'About DOB NOW', 'DOB NOW BUILD' (with 'FAQs RESOURCES'), 'DOB NOW SAFETY' (with 'FAQs RESOURCES'), 'DOB NOW LICENSING' (with 'FAQs RESOURCES'), 'B I S OPTIONS', and 'Contact DOB Help Form'. A central section titled 'Search the Public Portal' includes a search bar and icons for 'Address', 'Borough, Block, Lot', 'BIN', 'Job Number', 'Device', 'Licensee', and 'Violation'. At the bottom, there is an 'Additional Tools' section with three icons. On the right side, there is a login form titled 'Login to DOB NOW to submit Jobs, Filings & Applications'. The form asks for 'Email' (with the example 'trainingpera@gmail.com') and 'Password', followed by a 'Login' button. Below the form, there are instructions for new users and links for account management.</p>

Step	Action
4.	<p>Enter your Email and Password.</p> <div data-bbox="285 363 802 1180"><p>Login to DOB NOW to submit Jobs, Filings & Applications</p><p>Enter your eFiling or DOB NOW: Licensing account information</p><p>Email</p><input data-bbox="315 600 766 646" type="text" value="build049@buildings.nyc.gov"/><p>Password</p><input data-bbox="315 716 766 762" type="password" value="*****"/><p> Login</p><p>To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.</p><p>Elevator Agency, Gas Work Qualification, Journeyman or Welder applicants only – click here to create a new DOB NOW: Licensing profile. To change your DOB NOW profile password, click here.</p><p>Need more help? Contact us.</p></div>
5.	<p>Click Login.</p> <div data-bbox="285 1306 850 1549"><p> Login</p><p>To use DOB NOW: Build or Safety, register for an eFiling account here. To reset your eFiling password, click here.</p></div>

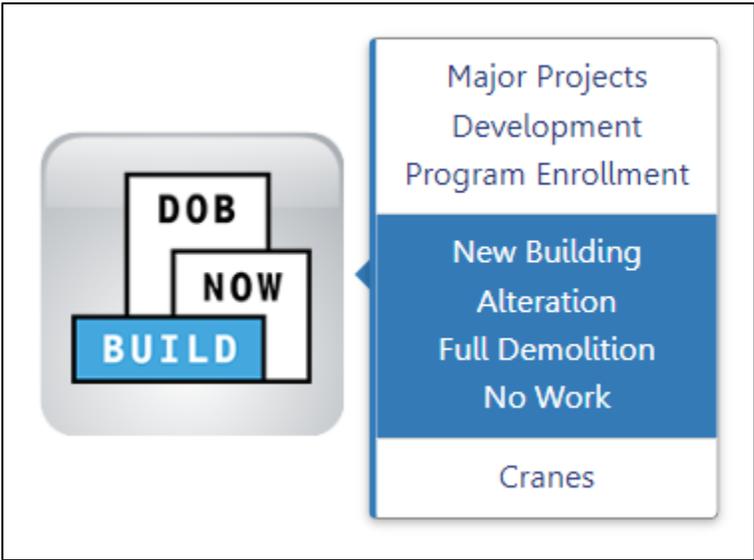
DOB NOW: *Build* – SECOND REVIEW OF OBJECTION

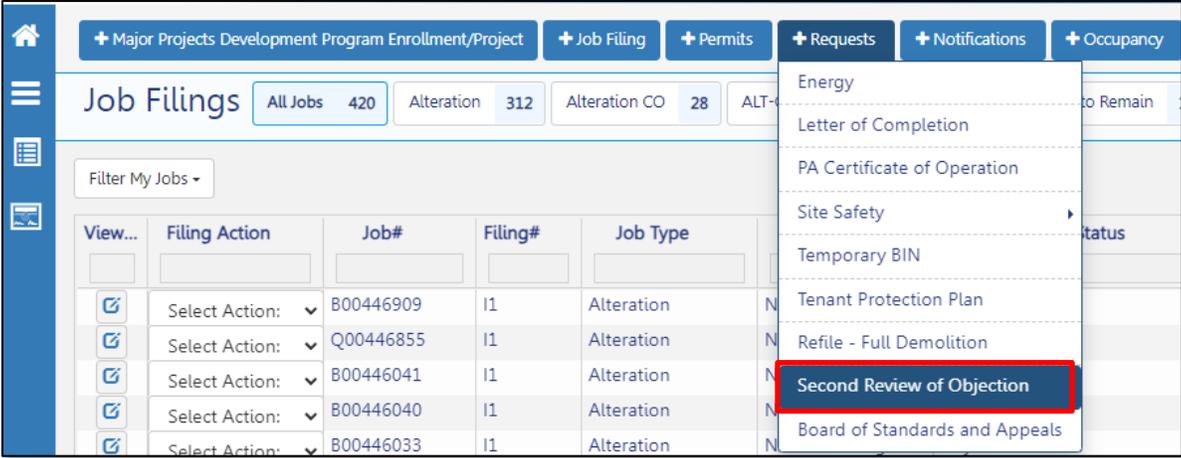
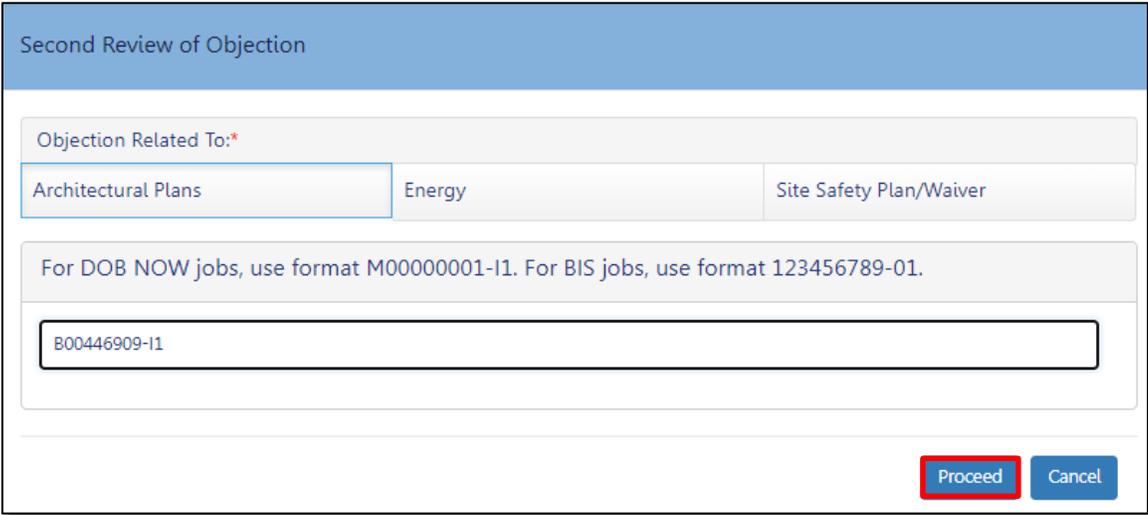
Step	Action
6.	<p>The DOB NOW Welcome page displays.</p>  <p>The screenshot shows the DOB NOW website interface. At the top left is the 'DOB NOW' logo. The header text reads 'DOB NOW NYC Department of Buildings Self-service for online Permits, Appointments and Applications'. On the top right, there is a user greeting: 'Welcome, FIRSTNAME.FIRSTNAME BUILD049@BUILDINGS.NYC.GOV' with links for 'Need Help?' and 'Sign Out'. The main body of the page contains a welcome message and lists services under three categories: 'DOB NOW: Licensing' (Elevator, Gas Work, etc.), 'DOB NOW: Safety' (Boiler, Elevator, etc.), and 'DOB NOW: Build' (New Building, Alteration-CO, etc.). At the bottom, there are three large buttons: 'DOB NOW BUILD' (blue), 'B I S OPTIONS' (green), and 'DOB NOW SAFETY' (orange).</p>

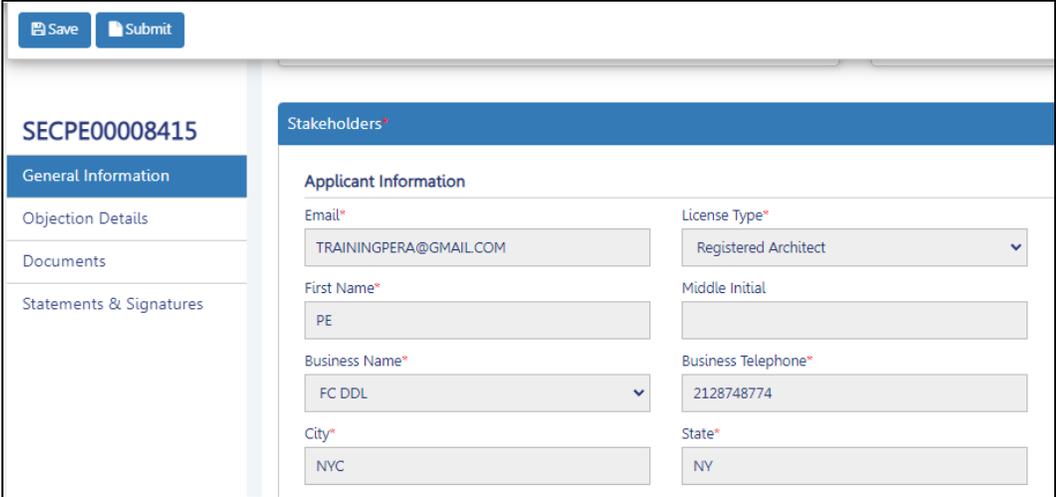
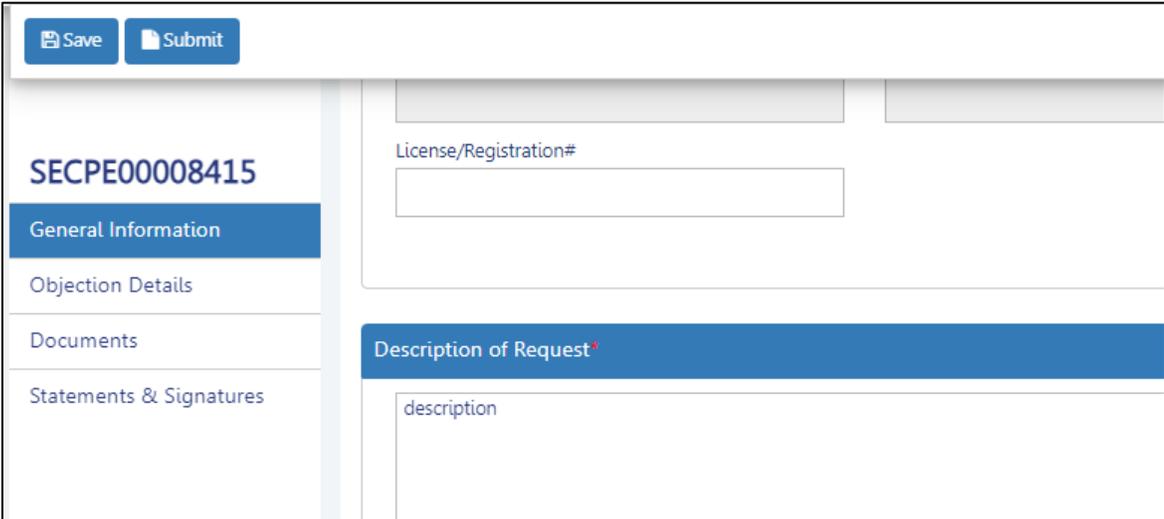
You are now logged into DOB NOW. Continue to the **Requesting a Second Review of Objection** step by step.

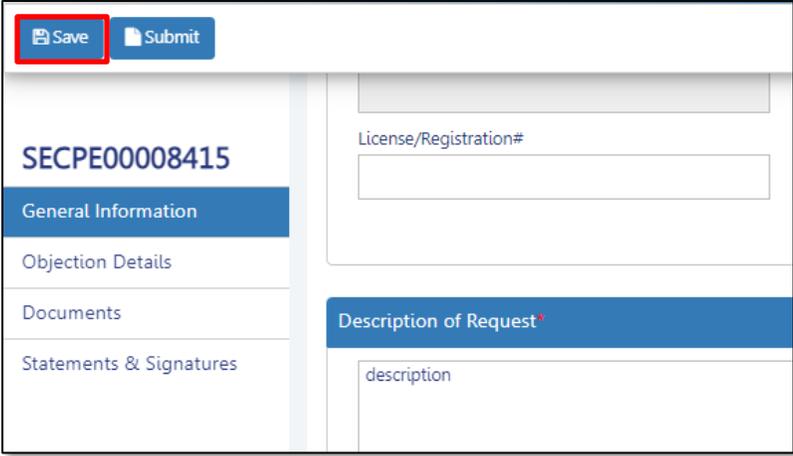
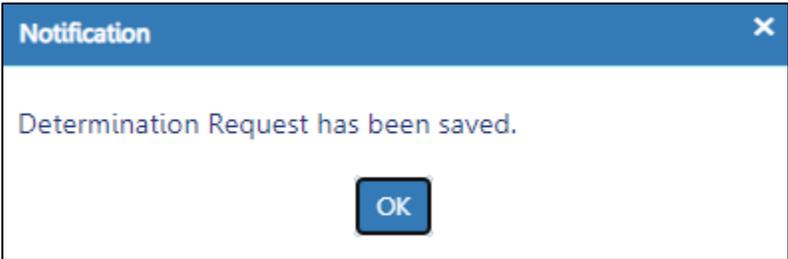
Requesting a Second Review of Objection

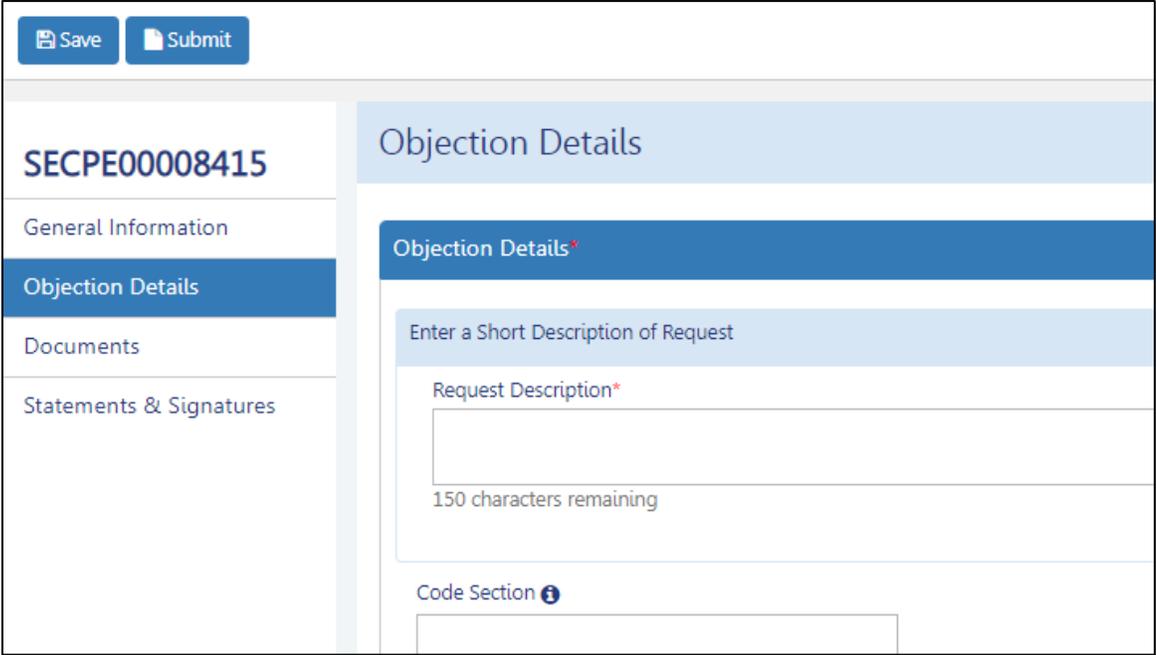
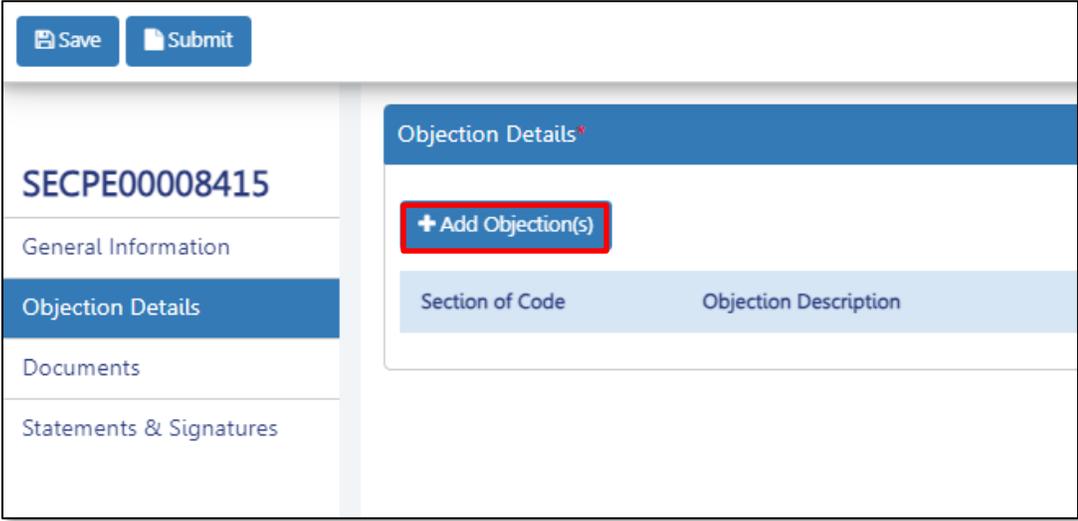
Follow the steps below to request a Second Review of Objection:

Step	Action
1.	<p>From within the DOB NOW Public Portal main dashboard, click on DOB NOW BUILD.</p> 
2.	<p>Then click on the New Building / Alteration / Full Demolition / No Work option.</p> 

Step	Action
3.	<p>Click the + Requests menu and choose Second Review of Objection.</p>  <p>The screenshot shows the 'Job Filings' dashboard with a navigation bar at the top containing '+ Major Projects Development Program Enrollment/Project', '+ Job Filing', '+ Permits', '+ Requests', '+ Notifications', and '+ Occupancy'. The '+ Requests' menu is open, displaying a list of options: Energy, Letter of Completion, PA Certificate of Operation, Site Safety, Temporary BIN, Tenant Protection Plan, Refile - Full Demolition, Second Review of Objection (highlighted with a red box), and Board of Standards and Appeals. Below the menu is a table with columns: View..., Filing Action, Job#, Filing#, and Job Type. The table contains five rows of job entries, each with a 'Select Action:' dropdown menu.</p>
4.	<p>The Second Review of Objection window will now open.</p> <p>Choose the appropriate choice for Objection Related To (Architectural Plans, Energy, or Site Safety Plan/Waiver) and enter in the Job Filing or BIS Job Number.</p> <p>Click Proceed to continue.</p>  <p>The screenshot shows the 'Second Review of Objection' form. At the top, it says 'Second Review of Objection'. Below that is a section for 'Objection Related To:' with three buttons: 'Architectural Plans', 'Energy' (selected), and 'Site Safety Plan/Waiver'. Underneath is a text box with the instruction: 'For DOB NOW jobs, use format M00000001-I1. For BIS jobs, use format 123456789-01.' Below this is a text input field containing 'B00446909-I1'. At the bottom right, there are two buttons: 'Proceed' (highlighted with a red box) and 'Cancel'.</p>

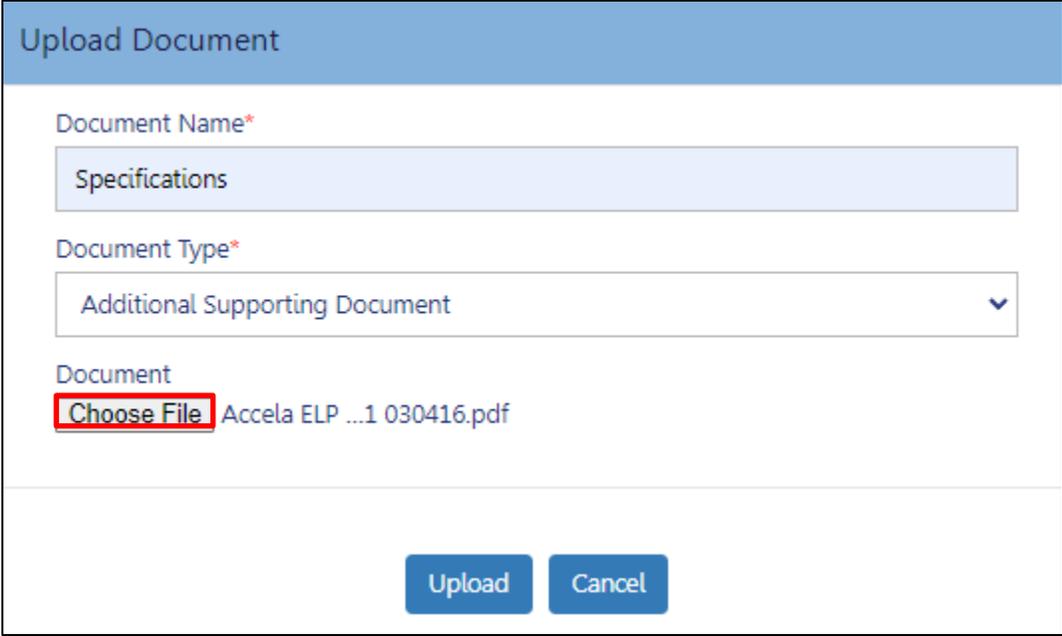
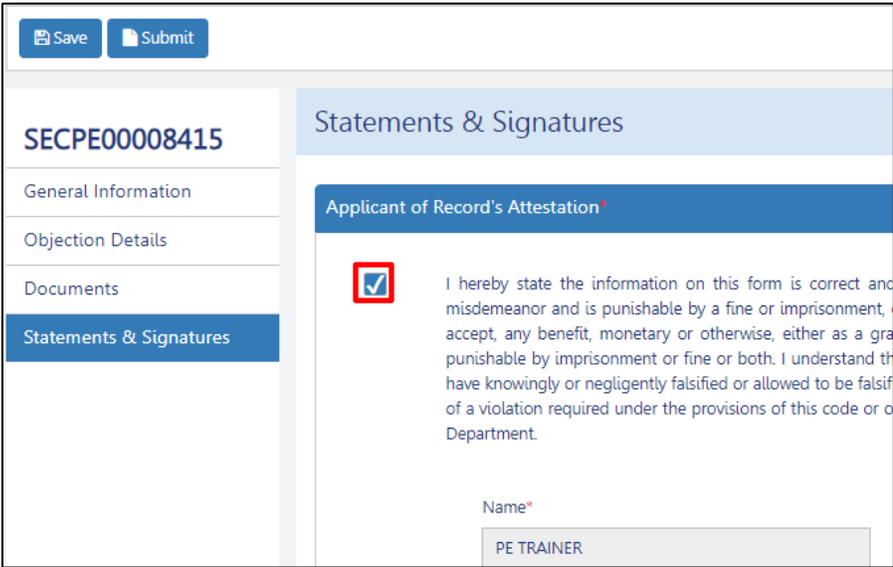
Step	Action
5.	<p>On the General Information tab fill in all of the necessary information for the Stakeholder section as required. The Applicant Information will be auto filled</p> 
6.	<p>Scroll down to the page to enter a Description of Request.</p> 

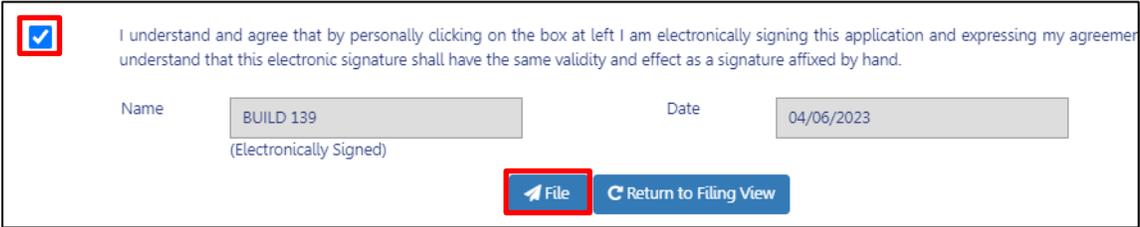
Step	Action
7.	<p>Enter a Description of Request. Click Save.</p> 
8.	<p>Click OK to the Notification window.</p> 

Step	Action
9.	<p>On the Objection Details tab fill in all of the necessary information.</p>  <p>The screenshot shows a web interface for case SECPE00008415. At the top left are 'Save' and 'Submit' buttons. A navigation menu on the left includes 'General Information', 'Objection Details' (highlighted), 'Documents', and 'Statements & Signatures'. The main content area is titled 'Objection Details' and contains a sub-section 'Objection Details*' with a text input field for 'Request Description*' (150 characters remaining) and a 'Code Section' field with an information icon.</p>
10.	<p>At the bottom of the Objection Details section click the +Add Objection(s) button.</p>  <p>This screenshot shows the same interface as above, but the '+ Add Objection(s)' button is highlighted with a red rectangular box. Below this button, a table header is visible with columns for 'Section of Code' and 'Objection Description'.</p>

Step	Action
11.	<p>Fill in the Objection Details, click Save when done.</p> <div data-bbox="321 365 1466 1350"><p>Objection Detail(s)</p><p>Section of Code</p><input data-bbox="363 495 1425 541" type="text"/><p>Objection Description*</p><div data-bbox="363 583 1425 915"><p>2000 characters remaining</p></div><p>Date Issued</p><input data-bbox="363 982 1299 1024" type="text"/>  <input data-bbox="1354 991 1419 1016" type="button" value="clear"/><p>Comments</p><div data-bbox="363 1071 1425 1171"><p>250 characters remaining</p></div><p><input data-bbox="792 1268 880 1310" type="button" value="Save"/> <input data-bbox="893 1268 1000 1310" type="button" value="Cancel"/></p></div>

Step	Action
12.	<p>On the Documents tab, click the +Add Document button to upload the appropriate documents.</p> <p>You may upload the following documents:</p> <ul style="list-style-type: none">▪ Additional Supporting Documents▪ Affordable Housing Supporting Documentation▪ Fee Exempt Supporting Document – DOF Property Tax Assessment Roll <div data-bbox="321 571 1469 1087"><p>The screenshot displays a web application interface for document management. At the top, there are 'Save' and 'Submit' buttons. Below them, a sidebar on the left lists navigation options: 'SECPE00008415', 'General Information', 'Objection Details', 'Documents' (which is selected and highlighted in blue), and 'Statements & Signatures'. The main content area is titled 'Documents' and features a '+ Add Document' button highlighted with a red border. Underneath this button is a table with two columns: 'Actions' and 'Document Name'.</p></div>

Step	Action
13.	<p>Fill in the Document Name and Document Type, and click the Choose File button to navigate to and the appropriate document. Click Upload to complete the uploading process.</p> 
14.	<p>On the Statement and Signatures tab, the Applicant of Record must click the Applicant of Record's Attestation checkbox.</p> 

Step	Action
15.	<p>Using the navigation bar at the top of the window, click the Next button to go to the last page.</p> 
16.	<p>At the bottom of the last page, click the checkbox and then click the File button to complete the submission.</p> 
<p>You have now completed the How to Request a Second Review of Objection step by step.</p>	